



# Maricopa County

## Environmental Services Department

Environmental Health  
Division  
Plan Review Office  
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### Plan Review Submittal

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#### Introduction

Establishments seeking approval for the building of a new facility or the remodel of an existing one, shall submit a set of plans for plan review consistent with the criteria provided in the Maricopa County Environmental Health Code Chapter I, Regulations 4 and 5. Guidelines and applications on how to create and submit plans can be obtained from our Department. Please refer to the Environmental Health Division's Plan Review Construction Guide for additional information. The guide, applications, plan review fees and other information can be obtained on-line from our department, at no charge. If you do not have access to the Internet, either visit our office to pick up copies, or call (602) 506-6980 to have a copy mailed or faxed to you. Construction Guide packets may be purchased for a nominal fee. Plan review fees vary depending on the type of facility (Multiple facilities will require multiple fees). In addition to submitting to our department, other regulatory authorities (e.g. Local/ County Building Departments) may require plans. Make sure all appropriate regulatory agencies have been contacted.

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#### Plan Submittal

The plan review submittal process shall include the following criteria:

1. One (1) complete set of plans (minimum size 8.5" x 11" or larger).
2. A properly completed application with all applicable documents.
3. Plan submittal fees are required for the review only of a new establishment or the remodel of an existing one. The Plan Review Office may require additional fees based on existing conditions or scope of the establishment's operations. The establishment will need to meet current Environmental Health Code requirements. Additional fees may be required for plan review and to obtain a necessary permit(s). *Note: Establishments in operation or opening within 15 days of plan submittal will be charged an expedited fee.*
4. An intended menu is required including the cooking style, types of food, the number of customers, and the frequency of the outdoor cooking operations.

# Plan Review Process

## **Step 1: Submit Plans**

- One (1) complete set of plans (minimum size 8.5" x 11" or larger).
- A properly completed application.
- Include all applicable documents (i.e. intended menu, specification sheets, etc.)
- Plan review fee.

**NOTICE: AN INCOMPLETE PLAN SUBMITTAL WILL BE REJECTED!**

## **Step 2: Plan Review Process**

- After plans are submitted and logged in, inspectors will review the plans.
- Review of the plans may take up to 30 days after submittal (15 days for expedited plans).

## **Step 3: Plan Approval Process**

- Plans may require additional information or changes before approval, including additional fees.
- Once the plans have been reviewed, plan review correspondence letters are mailed to the parties indicated on the plan review application informing them of the status of the plans and any stipulations that require compliance. A letter should be mailed 5 to 6 weeks after plan submittal.
- Plan approvals expire at the end of (1) year unless the project in the approved plans is under construction by that time.

## **Step 4: Construction**

- Be sure all contractors, sub-contractors, etc. are made aware of the corrections and/or plan stipulations from this Plan Review Office.
- Upon approval of the plans, construction should begin.
- Please contact the Plan Review Office regarding any project questions.

## **Step 5: Inspections**

- Request a plumbing inspection when the interior is 20% complete. Please allow 5 to 7 business days to schedule the inspection. Trenches do not need to remain open for this inspection. Inspections will focus on above ground plumbing related to scheduled fixtures and needs. ***(Note: It is ultimately the responsibility of the owner or contractor to contact this office for inspections.)***
- Request an equipment inspection when the interior is 75% complete. Equipment should be in-place for this inspection. Please allow 5 to 7 business days to schedule the inspection. Future inspections can be determined at this time, by the inspector. The establishment may not stock or train until approval has been granted by this office. ***(Note: It is ultimately the responsibility of the owner or contractor to contact this office for inspections.)***
- If time permits inspectors may make random courtesy inspections during the construction process to check on the status and make corrections as needed.
- Arrange for a final inspection after the establishment has passed all other regulatory inspections and has obtained a Certificate of Occupancy (C of O). All water, plumbing, electrical, gas, ventilation, coolers, freezers, walk-ins, dishwashers, etc., and other equipment shall be operational at time of the final inspection. A final inspection shall be requested at least 5 to 7 business days prior to the proposed opening of the establishment. ***(Note: Inspections will be conducted during normal business hours Monday to Friday, between the hours of 8am and 5pm.)***
- It is advised that the facility does not advertise the opening of the establishment until final approval has been received from this Department.
- A routine inspection may be conducted in conjunction with the final inspection or shortly after the business has opened for business.
- Once final approval has been given, the establishment is free to open for business.
- **Please call (602) 506-6980 if you have any questions regarding this process.**